

# Texas Commission on Environmental Quality

## CHECKLIST WORKSHEET

### IHW CEI GENERAL FACILITY

Reg Ent Name : \_\_\_\_\_

Date : \_\_\_\_\_

Add ID \_\_\_\_\_

Investigator Name \_\_\_\_\_

Item No.	Description	Answer	Citations	Notes
	SECTION A: GENERAL SITE INFORMATION AND UNAUTHORIZED DISCHARGES			
1	Describe land use within one mile.			
2	Are any closed or abandoned solid waste units present?			
3	Has proof of deed recordation of all closed solid waste land disposal units been provided to the TCEQ, if required?		335.5(a)(1) 335.5(a)(2) 335.5(a)(3) 335.5(b) 335.5(c) 335.8(b)(4) 335.5 335.5(a)	
4	Attach plant map or sketch showing site orientation, waste management units, and major topographic features.			
5	Is any evidence present of fires and explosions or other releases to the environment from solid waste units or other on-site sources?		26.121(a) 335.4(1) 335.4 335.4(3) 26.121(a)(1) 26.121(a)(2)(A) 26.121(a)(2)(B) 26.121(a)(3) 26.121(c) 26.121(d) 26.121(e) 26.121 26.121(a)(2)	
6	If fires, explosions or other releases have threatened, or could have threatened, human health outside of the facility site, or if the generator had knowledge that a spill had reached surface waters, have these occurrences been reported?		327.3(b) 335.69(a)(4)(A) 335.112(a)(3) 335.113 262.34(a)(4) 265.56(a)(2) 26.121	

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7	Have all releases of contaminants to the environment been documented and was appropriate action taken by the responsible party and reports submitted?		327.5 335.69(a)(4)(A) 335.69(a)(4)(C) 335.112(a)(3) 262.34(a)(4) 265.56(d) 26.266(a)	
	SECTION B: HAZARDOUS WASTE DETERMINATION AND NOTIFICATION			
1	Has the generator completed a hazardous waste determination for each solid waste generated?		335.62 262.11 262.11(a) 262.11(b) 262.11(c) 262.11(c)(1) 262.11(c)(2) 262.11(d)	
1A	Listed as a hazardous waste in 40 CFR Part 261, Subpart D? Reference 335.504(2), 262.11(b).			
1B	Process or materials knowledge? Reference 335.504(3)(B), 262.11(c)(2).			
1C	Tested for characteristics as identified in Part 261, Subpart C? Reference 335.504(3)(A), 262.11(c)(1).			
2	Has the generator documented waste classification determinations on all industrial (including non-hazardous) solid wastes? Check the method(s) used for determination:		335.503(a)(4)(A) 335.503(a)(4)(B) 335.503(a)(4)(C) 335.503(a)(4)(D) 335.513 335.503(a) 335.503(a)(4)	
2A	Process or materials knowledge? 335.511			
2B	Tested for characteristics as identified in Part 261, Subpart C? 335.509			
3	For each hazardous waste generated, has the generator determined if it is restricted from land disposal?		335.431(c)(1) 335.431(c)(2) 335.431(c)(3) 335.431(c) 268.7(a)(1)	
4	Did the generator provide written notification for all municipal hazardous waste streams, industrial solid waste streams and associated waste management units?		335.6(c) 335.6(c)(1) 335.6(c)(2) 335.6(c)(3) 335.6(c)(4) 335.6(c)(5)(A) 335.6(c)(5)(B) 335.6(c)(5)(C)	

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			335.6(c)(5)(D) 335.6(c)(5)	
5	Did the generator immediately document any changes or additional information with respect to that originally provided and was written notification provided within 90 days?		335.6(c)	
6	For generators of recyclable materials and non-hazardous recyclable materials subject to the notification requirements of 335.24 or Subchapter H, was notification of the recycling activity provided as required under 335.6(h)?		335.6(h)	
	SECTION C: RECORDKEEPING AND REPORTING: MANIFEST SYSTEM			
1	Does the generator use waste manifests when shipping Hazardous and Class 1 wastes off-site?		335.10(a)(2) 335.10(a)(3) 335.10(a)(4) 335.10(a)(5) 335.10(a)(6) 335.10(a) 335.10(a)(1) 262.20(a)	
2	Are waste manifests properly completed and signed?		335.10(c) 335.10(d)(1) 262.20(a) 262.23(a)	
3	Identify primary off-site disposal/treatment/recycling facilities:			
4	Did the generator designate (on the manifest) a facility which is authorized to receive the waste described on the manifest?		335.10(a)(5) 262.20(b)	
5	For shipments of hazardous waste to a designated facility in an authorized state which has not yet obtained authorization to regulate that particular waste as hazardous, did the generator assure that the designated facility agrees to sign and return the manifest?		335.10(a)(6) 262.23(e)	
6	For hazardous and Class 1 wastes generated in Texas and consigned to a TSDF in another state, was the standard manifest (EPA Form 8700-22) used?		335.10(a)(3)	
7	If the original copy of the manifest was not received back from the TSDF within 45 days of the date of shipment, has the generator submitted to the TCEQ an exception report?		335.13(k) 262.42(a)(2)	
8	Does the facility retain manifests and exception reports for at least three years from the date the waste was accepted by the initial transporter (or longer as required by 335.13(l) & 262.40(d)?		335.13(i) 335.13(k) 262.40(a) 262.40(b)	
	SECTION D: RECORDKEEPING AND REPORTING: WASTE ACTIVITIES			

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**IHW CEI GENERAL FACILITY (Cont)**

1	Does the generator keep records of all hazardous waste and industrial solid waste activities in a format which is retrievable and easy to copy?		335.9(a)(1)(A) 335.9(a)(1)(B) 335.9(a)(1)(C) 335.9(a)(1)(D) 335.9(a)(1)(E) 335.9(a)(1)(F) 335.9(a)(1)(G) 335.9(a)(1)	
2	If the facility is registered LQG, does the facility owner/operator use STEERS for submittal of notifications and Annual Waste Summaries?		335.6(c) 335.9(a)(2) 335.9(a)(2)(B)	
3	Does the generator submit complete and correct Annual Waste Summaries on or before January 25 of each year for paper forms or on or before March 1 for electronic reports?		335.9(a)(2) 335.9(a)(2)(A) 335.9(a)(2)(B)	
4	If the facility is an unregistered generator or an out-of-state primary exporter, have Waste Shipment Summaries (S1) and/or Foreign Waste Shipment Summaries (F1) been completed correctly and submitted on or before the 25th of each month for shipments originating during the previous month and maintained at the facility for at least 3 years?		335.13(a) 335.13(b) 335.13(c) 335.13(d)	
5	Are records of any tests results, waste analyses or other determinations made in accordance with the hazardous waste determination requirements kept for at least three (3) years from the date that the waste was last sent to an on-site or off-site storage, processing or disposal facility?		335.70(a) 262.40(c)	
6	Are Annual Waste Summaries maintained at the facility for at least three years?		335.70(b)	
	<b>SECTION H: PREPAREDNESS AND PREVENTION</b>			
1	Is the facility equipped with:			
1A	Internal communication or alarm system capable of providing immediate emergency instruction to facility personnel?		335.69(a)(4)(A) 335.112(a)(2) 262.34(a)(4) 265.32(a)	
1B	A device such as a telephone or two-way radio to contact emergency response personnel?		335.69(a)(4)(A) 335.112(a)(2) 262.34(a)(4) 265.32(b)	
1C	Portable fire extinguishers, fire control equipment, spill control equipment and decontamination equipment?		335.69(a)(4)(A) 335.112(a)(2) 262.34(a)(4) 265.32(c)	
1D	Water at adequate volume and pressure to service fire control equipment?		335.69(a)(4)(A) 335.112(a)(2) 262.34(a)(4) 265.32(d)	

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2	Is facility emergency alarm, communication and control equipment inspected and maintained to ensure proper operation in time of emergency?		265.33 335.69(a)(4)(A) 335.112(a)(2) 335.69(a)(4)	
3	Do all personnel handling hazardous wastes have immediate access to the internal alarm system or emergency communication system (also applies to any employee occupying the facility alone)?		335.69(a)(4)(A) 335.112(a)(2) 262.34(a)(4) 265.34	
4	Is aisle space maintained to allow unobstructed movement of personnel and emergency response equipment?		335.69(a)(4)(A) 335.112(a)(2) 265.35 262.34(a)(4)	
5	Has the owner or operator attempted to make the following arrangements with local authorities:			
5A	To familiarize police, fire departments and emergency response teams with facility layout and operation?		335.69(a)(4)(A) 335.112(a)(2) 262.34(a)(4) 265.37(a)(1)	
5B	Agreements to designate primary and support authority where more than one police and/or fire department may respond to an emergency?		335.69(a)(4)(A) 335.112(a)(2) 262.34(a)(4) 265.37(a)(2)	
5C	Agreements with state emergency response teams, emergency response contractors and equipment suppliers?		335.69(a)(4)(A) 335.112(a)(2) 262.34(a) 265.37(a)(3)	
5D	Arrangements to familiarize local hospitals with the properties of hazardous wastes handled and the potential injuries or illnesses which could result?		335.69(a)(4)(A) 335.112(a)(2) 335.69(a)(4) 262.34(a)(4) 265.37(a)(4)	
6	Has owner or operator documented any refusal of state or local agency to enter into such arrangements?		335.69(a)(4)(A) 335.112(a)(2) 262.34(a)(4) 265.37(b)	
	SECTION I: CONTINGENCY PLAN AND EMERGEN PROCEDURES			
1	Does facility have an adequate Contingency Plan, consistent with the specified requirements:			
1A	Does the Plan describe actions taken by personnel in response to emergency situations?		335.69(a)(4)(A) 335.112(a)(3) 335.69(a)(4) 262.34(a)(4) 265.52(a)	

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1B	Does the Plan describe arrangements with state and local emergency response agencies?		335.69(a)(4)(A) 335.112(a)(3) 262.34(a)(4) 265.52(c)	
1C	Does the Plan list names, addresses and phone numbers of personnel qualified as emergency coordinator in priority order?		335.69(a)(4)(A) 335.112(a)(3) 262.34(a)(4) 265.52(d)	
1D	Does the Plan include a list of all emergency equipment on site and the location and description of equipment?		335.69(a)(4)(A) 335.112(a)(3) 262.34(a)(4) 265.52(e)	
1E	Does the Plan include an adequate evacuation plan for facility personnel?		335.69(a)(4)(A) 335.112(a)(3) 262.34(a)(4) 265.52(f)	
1F	Is the Plan maintained at the facility?		335.69(a)(4)(A) 335.112(a)(3) 262.34(a)(4) 265.53(a)	
1G	Has the Plan been submitted to all state and local agencies providing emergency response service?		335.69(a)(4)(A) 335.112(a)(3) 262.34(a)(4) 262.53(b)	
1H	Is the emergency coordinator on site or on call at all times?		335.69(a)(4)(A) 335.112(a)(3) 262.34(a)(4) 265.55	
	SECTION J: PERSONNEL TRAINING			
1	Have facility personnel successfully completed a training program of classroom instruction or on-the-job training consistent with the requirements of 40 CFR 264.16 or 40 CFR 265.1?		335.69(a)(1)(A) 335.112(a)(1) 262.34(a)(4) 265.16(a)(1)	
1A	Is the program directed by a person trained in hazardous waste management procedures?		335.69(a)(4)(A) 335.112(a)(1) 262.34(a)(4) 265.16(a)(2)	
1B	Is the program designed to ensure effective emergency response?		335.69(a)(4)(A) 335.112(a)(1) 262.34(a)(4) 265.16(a)(3)	
1C	Is the program completed within six months of date of employment?		335.69(a)(4)(A) 335.112(a)(1) 262.34(a)(4)	

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			265.16(b)	
1D	Is an annual review of training given to personnel?		335.69(a)(4)(A) 335.112(a)(1) 262.34(a)(4) 265.16(c)	
2	Does the owner or operator keep the following records at the facility:			
2A	Name, job title, and job description of each employee in a position related to hazardous waste management?		335.69(a)(4)(A) 335.112(a)(1) 262.34(a)(4) 265.16(d)(1) 265.16(d)(2)	
2B	Written description of type and amount of training?		335.69(a)(4)(A) 335.112(a)(1) 262.34(a)(4) 265.16(d)(3)	
2C	Documentation and record of training given each employee.		335.69(a)(4)(A) 335.112(a)(1) 262.34(a)(4) 265.16(d)(4)	

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